



Facilities Supervisor (Full-Time / Open Opportunity)

December 13, 2006

SALARY: \$3,983.56 - \$4,842.04 (approximate monthly salary)

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on January 5, 2007. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. www.lodi.gov

THE POSITION: Plans, assigns, supervises, and reviews the work of the Facilities personnel in the Facilities Division maintenance workers of the Public Works Department. Assigns and reviews the work of multiple crews; performs a variety of administrative duties and other related duties as required. This is a supervisory level class in the Fleet and Facilities Division of the Public Works Department. Persons in this class assist the Fleet and Facilities Manager in the management of the division; they are distinguished from the Manager by the lesser extent of policy-making and other managerial responsibilities and from the facilities services staff by the greater extent of technical knowledge and management of contracted services. Exercises direct supervision over subordinate maintenance positions. Receives general supervision and direction from the Fleet and Facilities Manager. Duties may include, but are not limited to, the following: Plans, assigns, supervises, and reviews the work of subordinate personnel; Assists in program development and management for the Facilities Division; Assists in budget development and administration; Assumes responsibility for and assists with a variety of personnel actions such as performance evaluations, training, selection, dismissals, transfers and disciplinary actions; Participates in the construction, remodel and maintenance of facilities, buildings, and structures, equipment, and building support systems; Prepares work schedules; Inspects facilities that are cleaned/maintained/repared by contractors for compliance to contract and safety hazards; Supervises and assists staff and contractors in the management and monitoring of Heating, Ventilation, and Air Conditioning (HVAC) systems and controls; Supervises, schedules and directs contract services for the division; Schedules, supervises, and does maintenance on equipment and tools; Maintains a variety of administrative records and reports; Reads and interprets construction plans and specifications; Operates Facilities Division equipment and trains subordinates in the safe handling and operation of equipment. Prepares specifications and assists in bidding of contracted services; **Knowledge of:** Methods, materials, procedures, and equipment used in the general construction, repair, and maintenance of facilities; Principles and techniques of supervision; Purposes and uses of a variety of equipment, power tools, hand tools, and vehicles used in facility construction and maintenance; Practices and procedures of building maintenance; Federal and State regulations governing facilities; Building Code requirements; Contracting and subcontracting practices and procedures; Safety principles, practices, and procedures; Operation, mechanics, and maintenance of heating and cooling systems; Fundamentals of carpentry, plumbing, cement, electrical, key systems and machinery work. **Ability to:** Supervise, schedule and review the work of others; Estimate materials and equipment, time, and resources required to accomplish division projects; Operate a variety of hand and power tools, equipment, and vehicles; and utilize testing equipment; Train, direct and operate in the use of heavy power driven equipment used in facility construction and maintenance; Read and interpret plans and specifications; Perform a variety of construction, maintenance, and repair tasks related to facilities; Communicate clearly, orally and in writing; Keep records accurately and neatly; Use and operate personal computer, related software and peripheral equipment; Establish and maintain cooperative working relationships with the public, contractors, vendors and employees.

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible experience in facilities maintenance, including two years of which were in an administrative or lead worker capacity. Direct supervisory experience is highly desirable

Education: Equivalent to the completion of high school.

License: Possession of a valid (class C) Driver's License issued from the California Department of Motor Vehicles. Individual assuming this position may be required to have or obtain within one year, a California Underground Storage Tanks (UST) System Operator Certificate from the International Code Council (ICC) for underground fuel storage systems operation.

TESTING PROCESS: Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

Tentative Recruitment Plan: The following recruitment plan is tentative and subject to change. The Human Resources Division reserves the right to change the testing process when necessary. Make-up examinations and/or exercises will not be available.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

